

A blue oval containing the title text, with a yellow swoosh graphic passing behind it.

**Commonwealth of Virginia**  
**MASTER CALENDAR**

**2004**



## Commonwealth of Virginia MASTER CALENDAR

### **Purpose**

Provides Commonwealth of Virginia managers with key dates and an integrated calendar listing due dates of reports and other information impacting most agencies.

### **Layout**

Organized into two parts. When multiple items are on the same day, they are listed alphabetically.

--**Key Dates** – **Calendar List** includes items that are due as well as other useful information.

--**Due Dates** – **Calendar Boxes** show only the items with due dates and agency action must be taken.

### **Contents**

Executive Performance Management (GOV)  
Finance (DOA, DPB, TD, VEC)  
General (DGS, DMBE, DMME, OCP, SOC)  
Human Resources (DHRM, DOLI, EDR, VRS)  
Legislation (GOV, DPB, GA)  
Planning (GOV, DPB)  
Technology (VITA)







### **Note**

**Dates may change.**

# January 2004

## Commonwealth of Virginia MASTER CALENDAR

*Dates may change. Some agencies may vary holidays and paydays. Higher Ed fiscal dates vary.*

-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

- 1 DHRM- Flexible Reimbursement Account short plan year starts
- 1 VITA- Medium Agency VITA Integration Plan begins
- 5 DHRM- Applicant Flow data for prior month due
- 9 DHRM- Employee Position Report due
- 9 DHRM- Leave year ends
- 9 DOA - CARS month-end closing date
- 9 VITA- Project Manager Dashboard Status Reports due
- 10 DHRM- New leave year beings
- 13 DOA - Leave year-end processing
- 14 DHRM- Quarterly Training Report due
- 14 DOA - CARS report distributed
- 14 GA – Prefiling of bills ends at 10:00 am
- 14 GA- General Assembly convenes at noon
- 14 VITA - Agency Head approval of Dashboard Status Reports due
- 15 DHRM- EEO 4 Report due
- 15 DMBE- Quarterly SWAM Report due
- 15 EDR- Grievance and Disciplinary Action Report instructions issued
- 15 SOC- State Board Members Financial Disclosure Statement due
- 16 GA- All bills and joint resolutions filed with the clerk by 5:00 pm
- 20 VITA - Secretariat evaluation of Dashboard Status Reports due
- 27 DOA – Reconciliation Confirmation due
- 28 DOA- W-2 distribution deadline to agencies
- 29 VITA- Agency IT Strategic Plans published online
- 30 DGS- Quarterly Vehicle Purchases by Agencies Report due
- 30 VEC- Employer's Quarterly Tax Report FC-20 due
- 30 DOA- W-2s distributed to employees







### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 DHRM- Applicants	6	7	8	9 ● ▲ DHRM-EPR DOA-Payroll VITA- Dashboard	10
11	12	13 ● DHRM-Training VITA- Dashboard	14	15 ◆ DHRM-EEO DMBE-SWAM SOC-Disclosure	16 GA-Filings	17
18	19	20 VITA- Dashboard	21	22	23 ▲	24
25	26 ●	27 DOA-Rec. Confirmation	28 ●	29	30 ◆ ■ DGS-Fleet VEC-Taxes	31

# February 2004

## Commonwealth of Virginia MASTER CALENDAR









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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

- 1 **DHRM-** Nominations for Governor's Awards & Ambassadors begin
- 2 **DOLI-** OSHA 300A Report to be posted
- 5 **DHRM-** Applicant Flow data for prior month due
- 6 **DOA-** CARS month-end closing date
- 9 **VITA-** Project Manager Dashboard Status Reports due
- 10 **DHRM-** Employee Position Report due
- 11 **DOA-** CARS report distributed
- 12 **VITA-** Agency Head approval of Dashboard Status Reports due
- 13 **DOA-** Accounts Receivable Quarterly Report due
- 14 **DHRM-** CVC Agency Recognition Celebration
- 17 **DHRM-** EEO 4 Report due
- 18 **GA-** Crossover
- 18 **VITA-** Secretariat evaluation of Dashboard Status Reports due
- 22 **GA-** Budget bill committees complete work by midnight
- 24 **DOA -** Reconciliation Confirmation due
- 24 **GA-** Amendments on Budget Bills available by noon
- 27 **VITA-** New Major IT Projects PM standard effective







### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 DOLI-OSHA	3	4	5 DHRM-Applicants	6	7
8	9   VITA-Dashboard	10 DHRM-EPR	11 	12 VITA-Dashboard	13  DOA-Accts Receivables	14
15	16	17 DHRM-EEO	18 VITA-Dashboard	19	20	21
22	23	24   DOA-Rec. Confirmation	25	26 	27 	28
29						

# March 2004

## Commonwealth of Virginia MASTER CALENDAR











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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

- 1 **DHRM-** CommonHealth weight management campaign begins
- 1 **DHRM-** New CVC charity recommendations deadline
- 1 **EDR-** Grievance and Disciplinary Action Report due
- 5 **DHRM-** Applicant Flow data for prior month due
- 5 **DOA-** CARS month-end closing date
- 8 **VITA-** Project Manager Dashboard Status Reports due
- 10 **DHRM-** Employee Position Report due
- 10 **DOA-** CARS report distributed
- 11 **VITA-** Agency Head approval of Dashboard Status Reports due
- 13 **GA-** Sine die
- 15 **DGS-** Semi-Annual Capital Outlay Progress Report instructions issued
- 16 **DHRM-** EEO 4 Report due
- 16 **VITA-** Secretariat evaluation of Dashboard Status Reports due
- 17 **GA-** Special Session convened
- 17 **VITA-** IT Strategic Plan Update Guidance issued
- 23 **VITA-** Mandatory Commonwealth PM Overview Training
- 26 **DOA-** Reconciliation Confirmation due
- 31 **DHRM-** Nominations for Governor's Awards & Ambassadors due







### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1  EDR- Grievances	2	3	4	5 DHRM- Applicants	6
7	8 VITA- Dashboard	9 	10  DHRM-EPR	11 VITA- Dashboard	12 	13
14	15	16  DHRM-EEO VITA- Dashboard	17	18	19	20
21	22	23	24 	25 	26 DOA-Rec. Confirmation	27
28	29 	30	31   DHRM-Gov. Awards			

# April 2004

## Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

- 1 **DGS-** COVA Entity eVA Security Officer Designation Form & Annual Users Accounts Report instructions issued
- 1 **DHRM-** Name of CVC coordinator due
- 5 **DHRM-** Applicant Flow data for prior month due
- 8 **VITA-** Project Manager Dashboard Status Reports due
- 9 **DHRM-** Employee Position Report due
- 9 **DOA-** Payroll 1<sup>st</sup> Quarter Certification due
- 9 **DOA-** CARS month-end closing date
- 13 **VITA-** Agency Head approval of Dashboard Status Reports due
- 14 **DHRM-** Quarterly Training Report due
- 14 **DOA-** CARS report distributed
- 15 **DGS-** Semi-Annual Capital Outlay Progress Report due
- 15 **DHRM-** Health Plan Open Enrollment period begins
- 15 **DMBE-** Quarterly SWAM Report due
- 16 **DHRM-** EEO 4 Report due
- 16 **VITA-** Secretariat evaluation of Dashboard Status Reports due
- 21 **GA-** Reconvened Session
- 27 **DOA-** Reconciliation Confirmation due
- 30 **DGS-** Quarterly Vehicle Purchases by Agencies Report due
- 30 **DHRM-** CommonHealth weight management campaign ends
- 30 **DOLI-** OSHA Form 300A posting removed
- 30 **VEC-** Employer's Quarterly Tax Report FC-20 due







### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b> DHRM-CVC	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b> DHRM-Applicants	<b>6</b>	<b>7</b>	<b>8</b> VITA-Dashboard	<b>9</b> ▲ DHRM-EPR DOA- Payroll	<b>10</b>
<b>11</b>	<b>12</b> ●	<b>13</b> VITA-Dashboard	<b>14</b> ⬥	<b>15</b> DGS- Capital Outlay DMBE-SWAM	<b>16</b> ◆ DHRM-EEO VITA-Dashboard	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> ▲	<b>24</b>
<b>25</b>	<b>26</b> ●	<b>27</b> DOA-Rec. Confirmation	<b>28</b> ⬥	<b>29</b>	<b>30</b> ◆◆ DGS- Vehicles DOLI-OSHA VEC-Taxes	<b>31</b>

# May 2004

## Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

- 1 **DHRM-** Agencies begin Agency Salary Administration Plan review
- 1 **DHRM-** Agencies begin Agency Reward & Recognition Plan review
- 3-9 **DHRM-** Virginia Public Service Week
- 3 **GOV-** Virginia Conference Recruitment Report to SCT due
- 5 **DHRM-** Applicant Flow data for prior month due
- 5 **GOV-** Governor's Awards presented (tentative)
- 7 **DOA-** CARS month-end closing date
- 10 **DHRM-** Employee Position Report due
- 10 **GOV-** Agency Head meeting (tentative)
- 10 **VITA-** Project Manager Dashboard Status Reports due
- 11 **DPB-** Year-end close and start-up budget instructions issued
- 12 **DOA-** CARS report distributed
- 13 **VITA-** Agency Head approval of Dashboard Status Reports due
- 14 **DOA-** Accounts Receivable Quarterly Report due
- 14 **DOA-** Year-end close calendar distributed
- 14 **VITA-** Agency IT Strategic Plan Amendments due
- 15 **DHRM-** Health Plan Open Enrollment period ends
- 17 **DHRM-** EEO 4 Report due
- 18 **VITA-** Secretariat evaluation of Dashboard Status Reports due
- 20 **VITA-** Mandatory Commonwealth PM Overview Training
- 21 **DHRM-** National Employee Health and Fitness Day
- 26 **DOA-** Reconciliation Confirmation due
- 28 **VITA-** New Non-major IT Projects PM standards effective
- 28 **TD-** Real property and contents update into VAPS due
- 28 **TD-** Vehicle, aircraft, watercraft inventory and description due







### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 GOV- Conferences	4	5 DHRM- Applicants	6	7 ▲	8
9	10 ● DHRM-EPR GOV-Meeting VITA-Dashbrd	11	12 ⬥	13 VITA- Dashboard	14 ◆ DOA-Acct Rec VITA-ITSP	15
16	17 DHRM-EEO	18 VITA- Dashboard	19	20	21	22
23	24 ▲ DPB-Capital projects	25 ●	26 DOA-Rec. Confirmation	27 ⬥	28 ⬚ TD-VAPS TD-Vehicles	29
30	31					

# June 2004

## Commonwealth of Virginia MASTER CALENDAR










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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

- 1 DHRM-Agencies begin Agency Workforce Plan review
- 1 DPB- Legislative proposal instructions for 2005 session issued
- 1 OCP- Agency COOP Certifications due
- 4 DHRM- Applicant Flow data for prior month due
- 4 DOA- CARS month-end closing date
- 4 DOA- Report Pickup Form due
- 7 DOA- Authorized Signatories Form due
- 7 DPB- FY 04 appropriation transactions due
- 8 VITA- Project Manager Dashboard Status Reports due
- 9 DOA- CARS report distributed
- 10 DHRM- Employee Position Report due
- 11 DHRM-Agency Workforce Planning Survey due
- 11 VITA- Agency Head approval of Dashboard Status Reports due
- 15 VITA- Technology Portfolio updates due
- 16 DHRM- EEO 4 Report due
- 16 VITA- Secretariat evaluation of Dashboard Status Reports due
- 21 DOA- CARS open for FY 05 expenditures
- 23 DPB- Strategic Plan - Phase I due
- 25 DOA- Reconciliation Confirmation due
- 25 DHRM- Compensation instructions issued
- 30 DHRM- Agencies finish Agency Salary Administration Plan review
- 30 DHRM- Agencies finish Agency Reward & Recognition Plan review
- 30 DHRM- Health Plan Year ends
- 30 DHRM- Flexible Reimbursement Account Year ends
- 30 DOA- Disbursement and IAT input due
- 30 TD- Due Diligence Stop Payments due
- 30 VITA- Medium Agency VITA Integration Plan completed







### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1  OCP-COOP	2	3	4 DHRM- Applicants DOA-Pickup	5
6	7 DOA-Auth. Signers DPB- Appropriations	8 VITA- Dashboard	9 	10  DHRM-EPR	11 DHRM- Workforce VITA- Dashboard	12
13	14  	15 VITA- Portfolio	16  DHRM-EEO VITA- Dashboard	17	18	19
20	21	22	23 DPB-Strategic Plan Phase I	24 	25  DOA-Rec. Confirmation	26
27	28	29 	30 DOA- Disbursement TD-Stop Pymt			

# July 2004

## Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

- 1 DGS- COVA Entity eVA Security Officer Form & Users Report due
- 1 DHRM- New Health Plan & Flexible Reimbursement Acct yrs begin
- 1 DPB- Agency Strategic Plan due to Secretary with copy to DPB (tentative)
- 1 VITA- Agency 2-Year IT Strategic Plan execution begins
- 1 VITA- Large Agency VITA Integration Plan begins
- 2 DOA- Deposit Certificates due
- 6 DHRM- Applicant Flow data for prior month due
- 6 DOA- LAS input due
- 9 DGS- Passenger Vehicle & Commuting Report instructions issued
- 9 DHRM- Employee Position Report due
- 9 VITA- Project Manager Dashboard Status Reports due
- 12 DOA- Summary entries input into FAACS due
- 13 DHRM- Agencies submit Quarterly Training Report due
- 13 DOA- Payroll 2<sup>nd</sup> Quarter Certification due
- 13 DOA- FY 04 transactions input into FAACS due
- 13 GOV- 2005 Legislation proposal instructions issued
- 14 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DMBE- Quarterly SWAM Report due
- 15 VITA- Review of IT Strategic Plan process completed
- 16 DOA- Agency Operating Expenditure Plans due
- 16 DOA- Required Reconciliations due
- 16 DPB- Annual maintenance reserve plans due
- 16 TD- Treasury Loan Interest Payments due
- 17 DHRM- EEO 4 Report due
- 19 VITA- Secretariat evaluation of Dashboard Status Reports due
- 22 DOA- CARS final fiscal year closing date (tentative)
- 22 DOA- Information checklist due
- 22 DOA- Technology Survey due
- 22 DOA- GASBS No. 39 Reporting Entity checklist due
- 27 DOA- CARS Final Close reports distributed
- 28 DOA- CARS report distributed (tentative)
- 30 DGS- Quarterly Vehicle Purchases Report due
- 30 VEC- Employer's Quarterly Tax Report FC-20 due







### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 DGS-eVA DPB-SP	2 DOA-Deposit Certificate	3
4	5	6 DHRM- Applicants DOA-LAS	7	8	9 DHRM-EPR VITA-Dashbrd	10
11	12 DOA-FAACS	13 DHRM- Training DOA-FAACS	14 VITA- Dashboard	15 DMBE-SWAM	16 DHRM-EEO DOA-2 reports DPB-Maint. TD-Interest VITA-Dashbrd	17
18	19 VITA- Dashboard	20	21	22 DOA-Checklst DOA-Survey DOA-GASBS 39	23	24
25	26	27	28	29	30 DGS-Vehicle VEC-Taxes	31

# August 2004

## Commonwealth of Virginia MASTER CALENDAR









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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

2 DHRM- Agency Workforce Plan with attachments due  
 2 VITA- Major Tech. Investment Project Funding Priorities Report to ITIB  
 5 DHRM- Applicant Flow data for prior month due  
 5 DOA- Monthly Cash & Investments Report due  
 5 DOA- Leave Liability Statement due  
 5 DOA- Schedule of Outstanding Installment Purchase Obligations due  
 5 DOA- Schedule of Inventory on Hand at June 30 due  
 6 DOA- CARS month-end closing date  
 9 GOV-2005 Legislative Proposals to OAG due  
 9 VITA- Project Manager Dashboard Status Reports due  
 10 DHRM- Employee Position Report due  
 10 DHRM- Employee performance reviews begin  
 11 DOA- CARS report distributed  
 12 VITA- Agency Head approval of Dashboard Status Reports due  
 13 DHRM- PMIS instructions for performance review ratings issued  
 16 DGS- Annual Passenger Vehicle Assignment & Commuting Report due  
 16 DHRM- EEO 4 Report due  
 16 DMBE- Annual SWAM Program due  
 16 DOA- Full Costing SICAP assessment schedule due  
 16 DPB- Updated capital project timelines and schedules due  
 16 DPB- Review of 2005 maintenance reserve plans completed  
 17 VITA- Secretariat evaluation of Dashboard Status Reports due  
 19 DOA- Governmental Fund Financial Statement Template due  
 19 DOA- Proprietary Fund Financial Statement Template due  
 19 DOA- Private-Purpose Trust Fund Financial Statement Template due  
 19 DOA- Agency Fund Financial Statement Template due  
 19 DOA- Fixed Asset Accounting & Control System analysis due  
 19 DOA- Fixed Asset Useful Life Trend Analysis due  
 19 DOA- Schedule of Cash, Cash Equivalents, & Investments at 6/30 due  
 19 DOA- GASBS No. 33 Expenditure and Revenue Analysis due  
 19 DOA- Federal SICAP statistical information due  
 19 VITA- Mandatory Commonwealth PM Overview Training  
 23 DOA- Preliminary Yearly Revenue Report due  
 23 GOV- Legislative proposals due to Secretary  
 25 GOV- Year-end Revenue & Budget Presentation to money committees  
 26 DOA- ISF-Conversion to Govt.-wide Statement of Activities due  
 26 DOA- Reconciliation Confirm. with Petty Cash & Travel Adv Forms due  
 26 DOA- Final Monthly Revenue Report due  
 27 DOA- Prior Year data eliminated from FINDS  
 29 GOV- Secretary approved proposals due to DPB & Gov. Policy Office  
 31 DOA- Accounts Receivable Quarterly Report due  
 31 TD- Property insurance data updates due  
 31 VITA- Active Major IT Projects PM standard effective







### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 DHRM- Workforce	3	4	5 DHRM- Applicants DOA- Four Reports	6	7
8	9  GOV-OAG VITA- Dashboard	10  DHRM-EPR	11	12  VITA- Dashboard	13	14
15	16  DHRM-EEO DMBE-SWAM DOA-SICAP DPB-Cap Proj	17 VITA- Dashboard	18	19 DOA- Nine Reports	20	21
22	23 DOA- Revenue GOV- Legislation	24 	25	26  DOA- ISF DOA- Rec. Confirmation DOA-Revenue	27	28
29	30  GOV-Sec. Proposals	31  DOA-Acct Receivables TD-Property				

# September 2004

## Commonwealth of Virginia MASTER CALENDAR








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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

- 1 DHRM- CVC materials available to order
- 1 DMME- Energy Use and Management Plan Report due
- 1 VITA- ITIB Funding Priorities Report to Governor & GA
- 2 DOA- Receivables as of June 30 due
- 2 DOA- Schedule of Retainage Payable due
- 2 DOA- Federal Schedules due
- 2 DOA- Donor Restricted Endowments due
- 3 DOA- CARS month-end closing date
- 7 DHRM- Applicant Flow data for prior month due
- 8 DOA- CARS report distributed
- 9 VITA- Project Manager Dashboard Status Reports due
- 10 DHRM- Employee Position Report due
- 13 VITA- Agency Head approval of Dashboard Status Reports due
- 14 DPB-Budget instructions issued
- 15 DGS- Semi-Annual Capital Outlay Progress Report instructions issued
- 15 TD- Financial feasibility studies for revenue bond projects due
- 16 DHRM- Begin to enter performance ratings into PMIS
- 16 DHRM- EEO 4 Report due
- 17 VITA- Secretariat evaluation of Dashboard Status Reports due
- 20 VITA- COV Strategic Plan for Technology published
- 23 DOA- GASBS No. 33 Fed Fund Anal.-Adv. Funded/Block Grants due
- 23 DOA- Government-wide Payables & Other Accruals at June 30 due
- 23 DOA- Direct Billed Central Services due
- 23 DOA- Management Discussions and Analysis due
- 24 DHRM- CVC Kickoff event for CVC coordinators
- 27 DOA- Reconciliation Confirmation due







### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1  DMME-Energy	2 DOA-Four Reports	3	4
5	6	7 DHRM-Applicants	8	9  VITA-Dashboard	10  DHRM-EPR	11
12	13 VITA-Dashboard	14 	15 DT-Revenue Bonds	16  DHRM-EEO	17 VITA-Dashboard	18
19	20	21	22	23 DOA-Four Reports	24  	25
26	27 DOA-Rec. Confirmation	28 	29	30  		

# October 2004

## Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

- 1 DHRM- Workplace Safety Reports - Executive Order 52 due
- 1 TD- VPBA projects annual certificate of no fault due
- 1 DHRM- CVC campaign begins
- 1 DHRM- CommonHealth begins Flu Shot campaign
- 4 DHRM- CVC campaign results to date due
- 5 DHRM- Applicant Flow data for prior month due
- 8 DOA- CARS month-end closing date
- 8 DPB- Six-year NGF Revenue Estimate instructions issued
- 8 VITA- Project Manager Dashboard Status Reports due
- 12 DHRM- Employee Position Report due
- 12 DHRM- CVC campaign results to date due
- 12 DOA- Payroll 3<sup>rd</sup> Quarter Certification due
- 13 DOA- CARS report distributed
- 13 DPB- Detailed Budget due
- 14 DHRM- Quarterly Training Report due
- 14 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DGS- Semi-Annual Capital Outlay Progress Report due
- 15 DHRM- EEO 4 Report due
- 15 DMBE- Quarterly SWAM Report due
- 18 DHRM- CVC campaign results to date due
- 19 VITA- Secretariat evaluation of Dashboard Status Reports due
- 21 DOA- Adjustments due
- 21 DOA- Report of Financial Condition due
- 22 DOA- Internal Control Statement due
- 22 DPB- Review of legislative proposals completed
- 25 DHRM- Employee Performance Reviews completed
- 25 DHRM- CVC campaign results to date due
- 26 DOA- Reconciliation Confirmation due
- 29 DGS- Quarterly Vehicle Purchases by Agencies Report due
- 29 VEC- Employer's Quarterly Tax Report FC-20 due
- 30 GOV- Secretaries recommendations on proposals due







### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 DHRM-Safety TD-VPBA	2
3	4 DHRM-CVC	5 DHRM- Applicants	6	7	8 ● ▲ VITA- Dashboard	9
10	11	12 DHRM-EPR DHRM-CVC DOA-Payroll	13 ⬥ DPB-Budget	14 DHRM-Trng VITA- Dashboard	15 ⬠ DGS-Capital DHRM-EEO DMBE-SWAM GOV-EA	16
17	18 DHRM-CVC	19 VITA- Dashboard	20	21 DOA-Two Reports	22 ▲ DOA-Internal Control	23
24	25 DHRM-CVC DHRM-Perform	26 ● DOA-Rec. Confirmation	27	28 ⬥	29 ⬠ DGS-Vehicles VEC-Taxes	30
31						

# November 2004

## Commonwealth of Virginia MASTER CALENDAR










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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

- 1 DHRM- CVC campaign results to date due
- 1 GOV- Governor submits six-year capital plan
- 1 TD- Unclaimed Property Report due
- 1 VITA- Annual Customer Satisfaction Survey conducted
- 5 DHRM- Applicant Flow data for prior month due
- 5 DOA- CARS month-end closing date
- 8 DHRM- CVC campaign results to date due
- 8 VITA- Project Manager Dashboard Status Reports due
- 10 DHRM- Employee Position Report due
- 10 DOA- CARS report distributed
- 12 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DHRM- CVC campaign results to date due
- 15 DOA- Accounts Receivable Quarterly Report due
- 15 DPB- NGF Revenue Estimates due
- 15 GOV- Cabinet approves Strategic Plans
- 16 DHRM- EEO 4 Report due
- 17 VITA- Secretariat evaluation of Dashboard Status Reports due
- 18 DHRM- Employee performance ratings due
- 18 SOC- Financial Disclosure Statements for State Board Members instructions issued
- 21 DHRM- Flexible Reimbursement Account Open Enrollment ends
- 22 DHRM- CVC campaign results to date due
- 25 DHRM- implements performance increases
- 25 GOV- Review of agency legislative proposals completed (tentative)
- 29 DHRM- CVC campaign results to date due
- 29 DOA- Reconciliation Confirmation due
- 30 DHRM- CVC campaign ends
- 30 DPB- Strategic plans made public (tentative)
- 30 VITA- Active Non-major IT projects PM standard effective







### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1  DHRM-CVC TD-Unclaimed Property	2	3	4	5 DHRM- Applicants	6
7	8 DHRM-CVC VITA- Dashboard	9  	10 DHRM-EPR	11	12  VITA- Dashboard	13
14	15 DHRM-CVC DOA-Accts Receivable DPB-Revenue	16  DHRM-EEO	17 VITA- Dashboard	18 DHRM- Performance Ratings	19	20
21	22 DHRM-CVC	23 	24 	25	26	27
28	29  DHRM-CVC DOA-Rec. Confirmation	30 				

# December 2004

## Commonwealth of Virginia MASTER CALENDAR





*Dates may change. Some agencies may vary holidays and paydays. Higher Ed fiscal dates vary.*

-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

### Key Dates

- 1 DHRM- CVC campaign results due
- 1 DPB- New Performance Management requirements effective for one third of the agencies
- 8-10 DHRM- Annual HR Leadership Conference
- 3 DOA- CARS month-end closing date
- 5 DHRM- Applicant Flow data for prior month due
- 8 DOA- CARS report distributed
- 8 GA- Bill drafting request not subject to legislative limits deadline
- 8 VITA- Project Manager Dashboard Status Reports due
- 9 DOA- GASBS No. 40 Investment Survey due
- 10 DHRM- Employee Position Report due
- 10 GA- Committee action on continued legislation deadline
- 13 SOC- Statements of Economic Interests due
- 13 VITA- Agency Head approval of Dashboard Status Reports due
- 16 DHRM- EEO 4 Report due
- 16 VITA- Secretariat evaluation of Dashboard Status Reports due
- 17 GOV- Governor presents Executive Budget to GA
- 20 GOV- Governor meets with Agency Heads
- 28 DOA- Reconciliation Confirmation due

### Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1  DHRM-CVC	2	3	4
5	6 DHRM- Applicants	7	8 VITA- Dashboard	9  DOA-Invest. Survey	10  DHRM-EPR	11
12	13 VITA- Dashboard SOC-Economic Interest Stmt	14 	15	16  DHRM-EEO VITA- Dashboard	17	18
19	20 GOV- Meeting	21	22	23  	24	25
26	27	28  DOA-Rec. Confirmation	29	30  	31	